



Affordable Housing Trust Fund Board of Trustees

Date: May 19, 2022
Time: 8:30 AM – 10:00 AM
Location: Conducted via remote participation

Attendees: Karen Kelleher, Neal Mongold, Philip Tedesco, Jaclyn Pacejo, Calpurnya Roberts, Jennifer Raitt, Kelly Lynema

Absent: Eric Helmuth, Ben Bradlow

Guest: Erica Schwarz

DRAFT Minutes

The Trustees took a moment at the beginning of the meeting to discuss Jenny's impending departure from the Town to her new position as Executive Director of the Northern Middlesex Council of Governments. The Trust acknowledged Jenny Raitt's leadership, creativity, persistence, professionalism, and resilience in Arlington, particularly around the area of housing and affordable housing, thanking her for her years of service to the community. Jenny thanked the trust for their partnership, energy, and individual leadership in championing the work that needs to be done around affordable housing.

1. Review and Approve Minutes of April 14, 2022

The minutes were unanimously approved as amended.

2. Introduction to Erica Schwarz, Executive Director of HCA

Erica described her background and experience with affordable housing and discussed her early priorities for her new role as the Executive Director of the Housing Corporation of Arlington. She has extensive experience working with community development corporations (CDCs), starting as a community organizer in Waltham and Executive Director of the SW Boston CDC in Hyde Park. Most recently, she worked at the Cambridge Redevelopment Authority.

At the HCA, Erica will be restarting and starting some committees. She will also be focused on building the HCA's pipeline of opportunities, as the Downing Square Broadway Initiative developments will be leased up and occupied in June. She expressed enthusiasm for getting to know the Trust, the Town, and

Arlington residents. The Trust will invite her back for future meetings and more formal conversations about how they can partner with the HCA.

3. Action Plan Working Group Update

Karen provided an overview of the timing of the Action Plan. Over the past two months, the Trust and the Action Plan working group have been focused on preparation and development of an outreach and engagement plan. An RFP for consultant services is out now, with proposals due on June 2. Over the summer, Trustees will focus on implementing the community engagement plan, so that the review period of the Action Plan can begin in the fall, with the goal of having approval of the final plan in October.

The summer engagement schedule is organized around the established meeting dates of the Trust. Karen emphasized the need for Trustees to hold to the July 14 and August 11 Trust meetings.

Calpurnya and Karen presented the community engagement plan. The plan was designed to prioritize including those who are typically less likely to be involved in conversations about housing in Arlington, yet still include meetings with the general public. The strategies are tailored to specific groups – listening sessions will be key to engaging underrepresented community members, as are street intercept surveys. The Trust will also develop and promote an online survey, hold in-depth interviews with key stakeholders, and hold listening sessions and a public meeting open to the broader community. The draft Action Plan will be presented to key boards and committees in Arlington.

Calpurnya is taking the lead on survey design but will need assistance from the Trust in promoting outreach opportunities, volunteering to go into the community to conduct intercept surveys, and cofacilitating one or two listening sessions. They will also be asked to participate in public meetings, stakeholder meetings, and in the final approval process. Finally, Trustees were asked to help find volunteers to support these activities.

Phil noted that the Thompson School will be both a great location and network to reach out to for engagement, and that staff there should be contacted to coordinate this work prior to school closing for the summer.

Neal said that the HCA board members and affiliated network will be a good resource for finding volunteers, as will Arlington Neighbors for More Neighbors, the Arlington Boys and Girls Club, Fidelity House, and the faith community. Kelly will reach out to Cynthia Good, organizer of the Arlington Interfaith Coalition, to ask for a meeting to introduce the Trust and this project to encourage outreach and engagement.

All members present voiced their support for the plan. Karen and Calpurnya will meet to create a calendar for engagement so that Trustees can begin scheduling dates for activities.

Meeting adjourned at 9:30am.

Upcoming Meetings: June 9, July 14, August 11, September 8, October 13, November 10, December 8